

**ARIZONA STATE SCHOOLS for the DEAF and the BLIND  
POSITION DESCRIPTION**

CODE:

TITLE: Administrative Intern

DEPARTMENT/LOCATION: Agency/Tucson

PAY PLAN/GRADE: Classified/10

FLSA: Non-Exempt

SUMMARY OF WORK: Under immediate supervision is responsible for work of average difficulty participating in a training program for the college graduate; applies various research and managerial techniques in programs in agency programs designed to give the employee a broad view of agency policy and practices; and performs related work as required. This is a non-permanent temporary position. These internships include a combination of practical job experience and general training. Assignments are designed to provide positive learning experience, to expose the employee to a new field of work and to enable agency management to determine the capabilities and potentials for potential advancement of the employee. Areas of assignment may include personnel management, training, budget analysis, management analysis, purchasing and other administrative specialties.

WORK ACTIVITIES: The duties and responsibilities of this position include but are not limited to the following:

Assists in conducting surveys and collecting information to be used in administrative and procedural analysis; makes interpretation and recommendations for improvement of administrative planning, organization and operation; assists in the preparation of documents and manuals; gives staff assistance to departments and divisions within the Agency; rotates from division to division; attends training; works with experienced employees on more difficult assignments; completes assignments designed to acquaint the employee with the basic goals and objectives, organization, programs, functions, procedures and work process of the agency to which assigned.

KNOWLEDGE, SKILLS, AND ABILITIES: Ability to analyze, interpret and give oral and written reports on research findings; ability to learn to work in any assigned area of administration; analytic ability; planning ability; ability to establish and maintain effective working relationships with employees, state officials and the public; ability to progress in positions involving higher level responsibilities is essential.

SUPERVISION: Reports to the assigned administrator, director or manager.

MINIMUM QUALIFICATIONS: Bachelor's degree in a field related to the assignment.

APPROVED BY

SUPT.

1772 06.04.03

INITIALS/DATE

PAY PLAN: Classified GRADE: 8 FLSA: Non- Exempt

DATE: Approved 6/2003